**South Windsor Public Building Commission**

**Minutes – Regular Meeting**

**March 9, 2016**

A regular meeting of the Public Building Commission was held on March 9, 2016 at 6:30 PM at the Administrative Office Building, 1737 Main Street. The following people were in attendance:

Members Present: Carol Kelley, Phil Koboski, Charley Lyons, Matthew Montana, and Edward O’Connell

Also Present: SWPS Representatives Dr. Carter and Pat Hankard; Colliers International Representatives Chuck Warrington and Tom Reichardt; Drummey Rosane Anderson Representatives Scot Woodin and Angela Cahill; Gilbane Representatives Karrie Kratz and Nick Conti; Town Resident Robert Dickinson; and Town Council Member Bill Carroll.

Approval of Meeting Minutes:

On motion made by Mr. O’Connell, seconded by Mrs. Kelley, the minutes of the February 10, 2016 regular and February 22, 2016 special meeting were approved.  Motion passed unanimously.

Review of Correspondence/Communications and Comments from the Public:

Robert Dickenson of 19 Birch Road requested to have a bike rack for bike parking on the project.

Request to Add Item to the Agenda:

Mr. Warrington requested to add an item to the agenda to review the issue of excess contaminated soils on site and request the authorization to proceed with additional work.  On a motion made by Mr. O’Connell, seconded by Mrs. Kelley the item was added.  Motion passed unanimously.

Mr. Reichardt provided a description of the excess soils issue and the agreed immediate schedule critical solution for their placement.  He noted a request to proceed on a time and materials basis at a not to exceed amount of $65,000.  He noted the team is looking into minimizing cost with a potential revision to the slope which would eliminate the need for additional work on the west berm.

The committee approved to proceed on a Time and Materials basis for a not to exceed value of $65,000.

Orchard Hill Elementary School Project Update:

Mr. Reichardt introduced the financial status report summary page.  He noted the page is a high level summary of the project budget.  He talked through the different categories and what they represented on the project.  He noted that there has been savings released from storm water monitoring and an overage in lawyer fees which has been reflected in the sheet.  He noted anyone could inquire as to the status or any questions on how the overall budget block log works.

Mr. Reichardt noted site work is progressing very quickly and work on foundations are starting this month as well.  Mr. Conti reviewed the progress on site to date and noted good weather has helped move things along.

Discussion of finance Sub-Committee (FSC) and Possible Action to Create FSC:

Mr. Warrington reviewed two documents that were generated to guide other finance subcommittees.  Mr. Koboski reviewed emails between the project lawyer and himself about the authority of the committee in comparison to the town charter.  Several concerns were brought up about the review and they need to be resolved prior to establishing any sub committees.  Mr. Warrington noted there will be stages of the project where schedule critical changes will need to be improved quickly to maintain schedule.  Mr. Woodin noted there are also a few changes that will need to be approved because they indirectly impact work going into place.  Mr. Koboski noted we could hold a special meeting for an interim review and approval period.  The committee reviewed dates and determined the fourth Thursday of every month would be good as a place holder.  He noted this meeting will be put in place to review critical items.

Mr. Warrington distributed an updated calendar which showed the OAC meetings and school vacation days.

Approval of Bid Alternate:

Bid Alternates 1 and 2 North & South Entrance Canopies:  Mr. Reichardt referred to a plan to show the committee the add alternate entrance canopies for the project.  Mr. Woodin requested an alternate plan be brought up to show an actual representation of their size and profile.  Mr. Woodin showed the team several views of the canopies.  Dr. Carter noted the students have a canopy at the school now and one would be critical for the bus drop off area.    Mr. Woodin noted another design could be made if the options that were priced are not desired and it could be addressed as a change order.

A motion was made by Mr. O’Connell, seconded by Mr. Lyons to accept bid alternate # 1 for the North entrance canopy at the amount of $140,483.  Motion failed unanimously.

Bid alternate # 2 was not voted on and Gilbane noted the pricing had expired.

Approval of Invoices:

On a motion made by Mr. Montana, seconded by Mr. O’Connell, the following invoice as approved:

* Invoice # 2487908 from the Hartford Courant dated 1/31/16 in the amount of $635.50.  Motion passed unanimously.

On a motion made by Mrs. Kelley, seconded by Mr. Montana, the following invoice as approved:

* Invoice # 2488681 from the Hartford Courant dated 1/31/16 in the amount of $150.74.  Motion passed unanimously.

On a motion made by Mr. O’Connell, seconded by Mrs. Kelley, the following invoice as approved:

* Invoice # 523816 from Murtha Cullina dated 2/17/16 in the amount of $2,808.00.  Motion passed unanimously.

On a motion made by Mrs. Kelley, seconded by Mr. O’Connell, the following invoice as approved:

* Invoice # 15575 from the Hartford Courant dated 2/28/16 in the amount of $7,125.00.  Motion passed unanimously.

On a motion made by Mr. O’Connell, seconded by Mr. Montana, the following invoice as approved:

* Invoice # 18 from Drummey Rosane Anderson dated 3/2/16 in the amount of $8,319.24.  Motion passed unanimously.

Adjournment:

There being no additional business, the meeting was adjourned at 8:15 PM.

Respectfully Submitted,

Ann Walsh

Clerk